

Department of the Army  
Headquarters, U.S. Army  
Operations Support Command  
1 Rock Island Arsenal  
Rock Island, IL 61299-6000

\*OSC Regulation 500-4

9 Feb 2001

Emergency Employment of Army and other Resources

NOTIFICATION PROCEDURE FOR EMERGENCY ACTION MESSAGES

---

Applicability. This regulation applies to Headquarters (HQ), U.S. Army Operations Support Command (OSC) organizations and OSC subordinate commands, installations and activities; liaison offices duty stationed at Rock Island Arsenal (RIA) (except offices of foreign governments); and U.S. Army Materiel Command (AMC) tenants located at RIA.

Decentralized Printing. All installations may locally reproduce this regulation.

Supplementation. OSC subordinate installations may supplement this regulation. Provide one copy to the proponent.

Proponent. The Operations Center Team is the proponent of this regulation. Send comments and suggested improvements to HQ OSC, ATTN: AMSOS-RSO, 1 Rock Island Arsenal, Rock Island, IL 61299-6000, e-mail [amsos-rso@osc.army.mil](mailto:amsos-rso@osc.army.mil).

Distribution. Distribution is determined by the proponent (available electronically at <http://www.osc.army.mil/im/rcdsmgt/pubs.htm>)

Supersession Notice. \*This regulation supersedes IOCR 500-4, 13 May 99.

---

FOR THE COMMANDER:

Official:

//signed//  
ROBERT A. BENSON  
Colonel, GS  
Chief of Staff

---

<u>Contents</u>	<u>Paragraph</u>	<u>Page</u>
Purpose -----	1	2
References -----	2	2
General -----	3	2
Responsibilities -----	4	2
Notification Procedures and Required Actions ---	5	3
Appendix A. HQ OSC Emergency Action Message Notification Roster		6

---

1. Purpose. To define the responsibilities and procedures for receiving and distributing Emergency Action Messages (EAMs).

2. References.

a. OSCR 500-1, Emergency Planning Officers.

b. OSC Mobilization and Operations Planning and Execution System (MOPES) Plan.

3. General.

a. EAMs come in as FLASH or IMMEDIATE messages. Ordinarily, they provide notification of a change in Defense Readiness Condition (DEFCON) status, but they are also used to alert personnel of any emergency situation needing immediate action. Every HQ OSC organization, subordinate command, installation, activity, liaison office duty stationed at RIA (except offices of foreign governments), and AMC tenant located at RIA, will be notified of EAM receipts.

b. The notification procedure is tested at least quarterly each calendar year to ensure that all OSC organizations (and RIA tenants) are familiar with the system and responsibilities associated with EAMs. Quarterly testing is not required during command post exercises.

4. Responsibilities.

a. The Operations Center Team, AMSOS-RSO (AMSOS-OC when activated), develops, operates, and controls the system of ensuring all applicable organizations are notified in a timely manner upon receipt of an EAM.

b. Upon receipt of an EAM, the RIA Communications Center will immediately contact, at work or at home, a member of the Operations Center Team.

c. Upon receipt of an EAM during duty hours (approximately 0600 to 1630 local time weekdays), the Operations Center Team will review the message and notify all organizations on the EAM Notification Roster (Appendix A) within 30 minutes.

d. For EAMs received after duty hours, the Operations Center Team will review the message and immediately contact the HQ OSC Chief of Staff for notification guidance. The Chief of Staff will most likely direct that Emergency Planning Officers (EPOs) be contacted.

e. When notified, all organizations are to evaluate the EAM and take necessary action.

f. Every OSC organization will:

(1) Ensure the director/chief, secretary, and EPOs of its organization, are familiar with the EAM notification system.

(2) Develop and implement a system to notify its key personnel when an EAM is received.

(3) Upon notification of an EAM, perform the actions outlined in paragraph 5 below, guidance in Chapter 2 of the OSC Mobilization and Operations Planning and Execution System (MOPES), and as specified in the EAM.

(4) Advise the Operations Center Team of any changes that impact these notification procedures.

## 5. Notification Procedures and Required Actions.

a. Organizations located at RIA.

(1) Upon receipt of an EAM, the RIA Communications Center will immediately contact the Operations Center Team.

(2) If the EAM pertains to a real emergency, a scheduled exercise, or special test, the caller will state:

"THIS IS           (name)           OF THE HQ OSC OPERATIONS CENTER. YOU HAVE A CLASSIFIED EMERGENCY ACTION MESSAGE TO READ AND PICK UP.

PLEASE SEND A PERSON WITH A SECRET CLEARANCE TO THE OPERATIONS CENTER RIGHT AWAY."

(3) Upon notification of an EAM, immediately notify your EPOs and other key people within your organization. If both the EPO and alternate EPO are unavailable, the head of the organization will immediately provide a substitute to assume their responsibilities.

(4) Send a person with a secret clearance to the HQ OSC Operations Center, AMSOS-RSO, to read and pick up the message. The Operations Center is located at RIA in Bldg 350, second floor, southwest bay, room 282. Guidance on how to interpret an EAM is contained in the OSC MOPES (Chapter 2, Paragraph 2-1-7; and Appendix A, Paragraph 2-3 and Tables 2-3 through 2-8).

(5) Perform actions as specified in the EAM:

(a) If the EAM pertains to a change in the DEFCON level, implement actions as stated in the OSC MOPES (Table 2-2, Appendix A). Call the Operations Center (x24815) when the actions are complete, or will be completed. OSC ORGANIZATIONS MUST CALL THE OPERATIONS CENTER WITH A STATUS REPORT WITHIN THREE (3) HOURS OF BEING NOTIFIED OF THE EAM. Definitions of the various DEFCON levels are provided in the OSC MOPES (Table 2-1, Appendix A).

(b) If the EAM pertains to Terrorist Threat Conditions (THREATCONS), specific instructions are provided by the OSC/RIA Security staff on what actions are necessary to respond. THREATCON conditions are explained in the OSC MOPES (Paragraph 2-2-4, Appendix A).

**NOTE:** A response to an EAM is not dependent upon performing individual Mobilization and Emergency Actions (MEAs) (Chapter 4 of the OSC MOPES) unless specifically required in the EAM message.

(6) If the EAM is for a notification test, the caller will state:

"THIS IS \_\_\_\_\_ (name) \_\_\_\_\_ OF THE HQ OSC OPERATIONS CENTER. THIS IS A TEST OF THE EMERGENCY NOTIFICATION SYSTEM. PLEASE HAVE YOUR EPO OR AN ALTERNATE CALL THE HQ OSC OPERATIONS CENTER AT x24815 AS SOON AS POSSIBLE. THIS IS ONLY A NOTIFICATION TEST. PLEASE DO NOT SEND ANYONE TO THE OPERATIONS CENTER."

Contact your EPO or alternate and advise him or her to call the Operations Center immediately (x24815) to confirm receipt of the notification.

b. Organizations not located at RIA.

(1) If the EAM pertains to a real emergency, a scheduled exercise, or a special test, the caller will state:

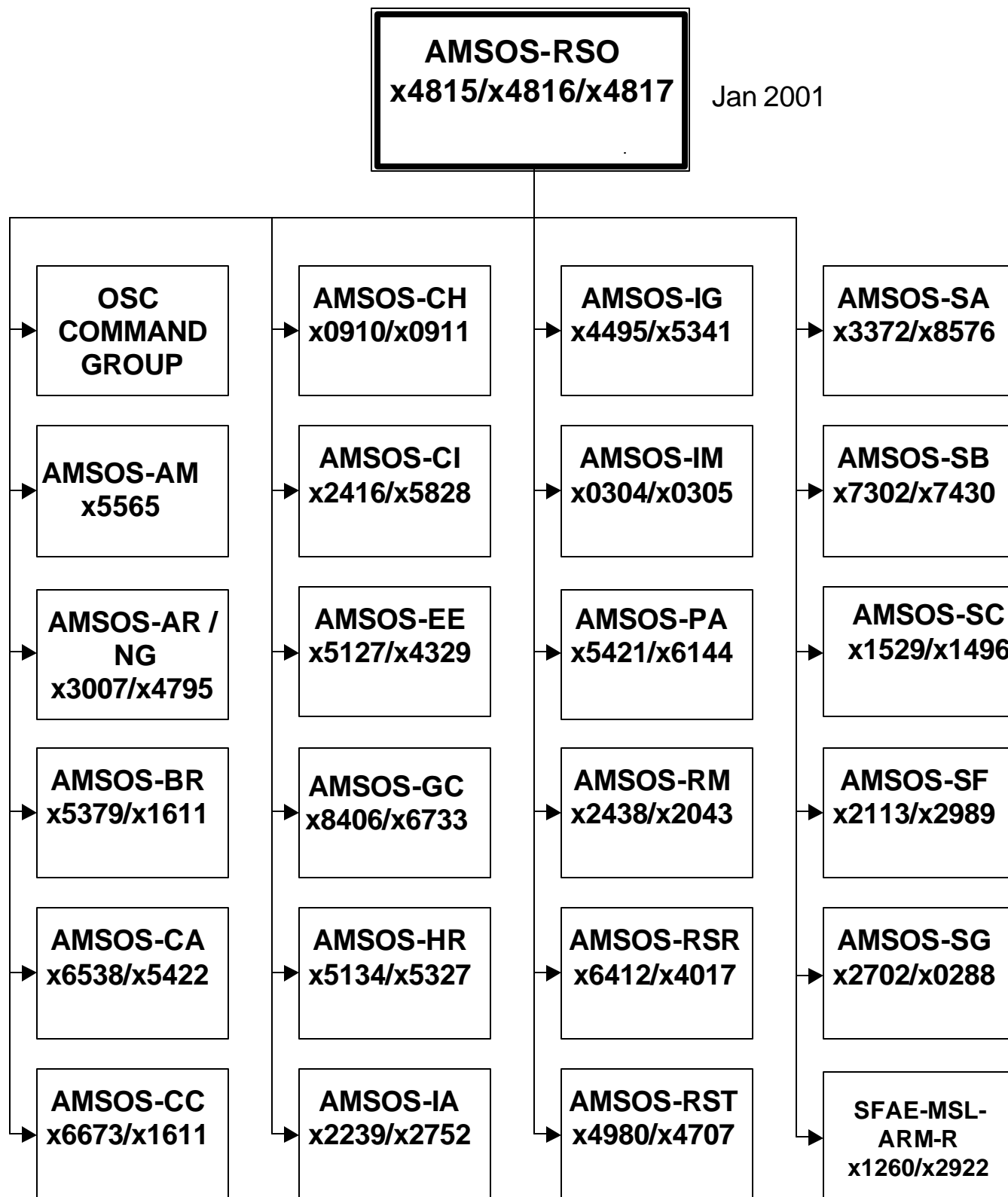
"THIS IS \_\_\_\_\_ (name) \_\_\_\_\_ OF THE HQ OSC OPERATIONS CENTER. THIS IS A REAL EMERGENCY/SCHEDULED EXERCISE. REFER TO CHAPTER 2, PAGE \_\_\_\_\_, TABLE \_\_\_\_\_ OF THE OSC MOPES FOR A DESCRIPTION OF THE SITUATION. CALL US BACK ON DSN 793-4815 TO TELL THIS HEAD-QUARTERS WHEN YOU CAN FINISH PREPARATION FOR THIS EMERGENCY/EXERCISE SITUATION."

(2) If the EAM pertains to a notification test, the caller will state:

"THIS IS \_\_\_\_\_ (name) \_\_\_\_\_ OF THE HQ OSC OPERATIONS CENTER. THIS IS A TEST OF THE EMERGENCY NOTIFICATION SYSTEM. REFER TO CHAPTER 2, PAGE \_\_\_\_\_, TABLE \_\_\_\_\_ OF THE OSC MOPES FOR A DESCRIPTION OF THE SITUATION. CALL US BACK ON DSN 793-4815 AND PROVIDE AN ESTIMATE OF WHEN YOU COULD HAVE FINISHED PREPARATIONS IF THIS HAD BEEN A REAL EMERGENCY. THIS IS ONLY A TEST AND NO OTHER ACTION IS REQUIRED."

# APPENDIX A

## HQ OSC EMERGENCY ACTION MESSAGE NOTIFICATION ROSTER



**APPENDIX A (continued)**  
**HQ OSC EMERGENCY ACTION MESSAGE NOTIFICATION ROSTER**

